



The Town of Fenwick Island

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Fenwick Island DE 19944-4409

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REGULAR MEETING OF THE TOWN COUNCIL

February 26, 2016, at 3:30 p.m.
Town Hall

AGENDA

Flag Salute and Call to Order

1. President's Report
2. For Discussion and Possible Action:
 - a. Forestry Grant (application) Town Manager Burke
 - b. DE Department of Agriculture Forest Service Laura Yowell, Sussex Co. Forester
 - c. FY 2016 Fee Schedule (amendment) Town Manager Burke
 - d. Amend Resolution #37-2009 – Special Events (form) Town Manager Burke
3. Approval of Minutes from January 22, 2016 Regular Council Meeting
4. Treasurer's Report
5. Town Manager's Report
6. Department Reports: Building, Public Works, Beach Patrol and Police
7. Committee Reports: Charter and Ordinance, Beach, Environmental, Technology, Business Development, Ad hoc Election, Ad hoc Parks and Recreation
Charter and Ordinance Readings - Council Member Weistling
 - a. Proposed Second Reading of Motel / Hotel Moratorium
 - b. Proposed Second Reading - Chapter 160-8A(9) – Fences
 - c. Proposed First Reading - Chapter 160-4B and Chapter 160-5B to allow an increase of the roof height based on freeboard for a building height of not more than 32 feet.
8. Old Business
9. New Business
10. Public Participation
11. Upcoming Events and Meetings
 - a. Mar 1 9:30 a.m. Charter and Ordinance Committee meeting
 - b. Mar 3 2:30 p.m. Environmental Committee meeting
 - c. Mar 8 2:30 p.m. Planning Commission meeting
 - d. TBD 2:00 p.m. Technology Committee meeting
 - e. Mar 31 2:00 p.m. Business Development Committee meeting
 - f. TBD 9:30 a.m. Ad hoc Election Committee meeting
 - g. Apr 1 3:30 p.m. Regular Council meeting
12. Adjournment

This Agenda is subject to change to include additional items, including Executive Sessions or the deletion of items as in accordance with provisions within Title 29, Chapter 100. Freedom of Information Act. Persons with disabilities requiring special accommodations please contact Town Hall 72 hours in advance. No video conferencing will be conducted.

Posted: February 19, 2016

Fenwick Island Treasurer's Report

February 2016 Monthly Report

Summary The monthly report is a summary of all account balances through January 31, 2016 and other pertinent financial information since the prior month's Town Council meeting.

Cash Balance

- Beginning cash balance 1/1/2016 \$2,689,822.78
- Ending cash balance 1/31/2016 \$2,537,379.27
- Reserve Realty Transfer Tax Funds \$1,470,811.61 **included above in cash balances*

FY 2016 Operating Budget (8/1/15-1/31/16)

- 85.62% of Budgeted Income
- 52.85% of Budgeted Expenses

Realty Transfer Tax (1.5% local tax)

- Taxes collected in December \$0
- Total taxes collected in FY16 \$56,543.59

Outstanding Property Taxes

- \$ 13,289.45

Revenue Highlights

- 99.3% of real estate property tax budget (collected \$0 in Jan)
- 102.51% of rental receipt tax budget (collected \$3,420.61 in Jan)
- 75.34% of parking violations budget (collected \$50.00 in Jan)

Municipal Street Aid Report

- \$1,292.99 in expenses (Delmarva Power)
- \$0 in expense (street repairs) MSA Balance \$44,189.66

Dedicated Street Fund Report

- \$15,674.48 (street repairs)
- \$0 Deposits 10% from RTT DSF Balance \$40,735.64

Parks & Recreation Fund Report

- \$0 in expenses.
- \$0 Deposits 5% from RTT Parks & Rec Balance \$3,276.63

R. Gardner Bunting, Treasurer



ICS for Public Funds

Through ICS*, the Insured Cash Sweep* service, you can place public funds into interest-bearing demand deposit accounts (using a demand option) and/or money market deposit accounts (using a savings option) that are eligible for FDIC insurance (which can eliminate ongoing collateral tracking burdens and having uninsured funds to footnote in financial statements). And Insured Cash Sweep makes it easier than ever for you to earn a return while protecting the public's vital resources.

Enjoy peace of mind with access to multi-million-dollar FDIC insurance. Your funds are eligible for protection that is backed by the full faith and credit of the federal government. And you can forego the need for tracking collateral on an ongoing basis, opening accounts under different insurable capacities, or managing multiple bank relationships.

The ICS demand option (where funds are placed into demand deposit accounts) offers unlimited program withdrawals. The ICS savings option (where funds are placed into money market deposit accounts) allows up to six program withdrawals per month. Your funds can be placed using either or both ICS options to best match your cash management and liquidity needs.

CDARS (Certificate of Deposit Account Registry Service)

This product is the most convenient way for safety-conscious investors to access FDIC insurance on multi-million-dollar deposits.

Earn CD-level returns which may compare favorably with those of Treasuries and other high quality investments. Enjoy the time saving convenience associated with one agreement, one rate and one regular statement...all at one bank. Take advantage of a convenience alternative to commercial paper, money market mutual funds and sweep accounts.

TOWN OF FENWICK ISLAND
MONTHLY RECONCILIATION OF ACCOUNTS
JANUARY 2016

Account Categories	Account	Beginning Balance	Ending Balance
Town of Fenwick Island	General Fund Checking (PNC)	\$ 102,168.81	\$ 61,903.59
	Payroll Fund (PNC)	\$ 29,602.88	\$ 7,569.78
	Checking (BOC)	\$ 500.00	\$ 500.00
	ICS Savings (BOC)	\$ 919,385.27	\$ 844,832.89
	Petty Cash	\$ 200.00	\$ 200.00
Total		\$ 1,051,856.96	\$ 915,006.26
Municipal Street Aid	Checking (PNC)	\$ 46,665.00	\$ 44,189.66
Special Reserve Accounts			
	Parks & Recreation (PNC)	\$ 3,289.23	\$ 3,289.23
	Beach Replenishment (BOC)	\$ 37,021.54	\$ 37,039.19
	Dedicated Street (Bk.of Del.)	\$ 56,410.12	\$ 40,735.64
	Beach Committee (BOC)	\$ 2,235.47	\$ 2,909.24
Total		\$ 98,956.36	\$ 83,973.30
Law Enforcement Grants			
	(all accounts--PNC)		
	SALLE (State Aid to Local)	\$ 4,098.14	\$ 4,098.14
	EIDE (Drug Enforcement)	\$ 3,562.57	\$ 3,562.57
	SLEAF (Spec. Law Enforce. Assist.)	\$ 1.00	\$ 1.00
	Criminal Justice Block Grant	\$ 126.60	\$ 126.60
	Violent Crime Grant	\$ 15,610.13	\$ 15,610.13
Total		\$ 23,398.44	\$ 23,398.44
Realty Transfer Tax Funds (all accounts)			
Reserve Accounts	Bank of Ocean City (CDARS)	\$ 210,789.45	\$ 210,896.89
Subtotal		\$ 210,789.45	\$ 210,896.89
Non-Reserve Accounts			
	Bank of Ocean City (high yield svgs.)	\$ 207,918.84	\$ 208,017.96
	Bank of Ocean City (CDARS)	\$ -	\$ -
	PNC Realty Transfer Tax (RTT)	\$ 24,256.97	\$ 25,393.08
	Bank of Ocean City (ICS Svgs)	\$ 1,025,980.76	\$ 1,026,503.68
Subtotal		\$ 1,258,156.57	\$ 1,259,914.72
Total--Realty Transfer Tax Funds (all accounts)		\$ 1,468,946.02	\$ 1,470,811.61
Cash balance total of all bank accounts		\$ 2,689,822.78	\$ 2,537,379.27

Cleared balances as of Jan 31, 2016

*ICS Svgs definition: Insured cash sweep

*CDARS definition: Certificate of deposit account registry service

TOWN OF FENWICK ISLAND
Profit & Loss Budget vs. Actual
August 2015 through January 2016

	TOTAL				
	Jan 16	Aug '15 - Jan 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
49000 · Beach/Concession Services	0.00	0.00	15,712.00	-15,712.00	0.0%
43000 · Taxes					
41020 · Property Taxes	0.00	684,638.31	689,483.00	-4,844.69	99.3%
42010 · Rental Receipt Tax	3,420.61	266,513.38	260,000.00	6,513.38	102.51%
Total 43000 · Taxes	3,420.61	951,151.69	949,483.00	1,668.69	100.18%
44550 · Charges for Services - Admin					
43010 · License Fees - OC	15,095.00	43,185.00	51,800.00	-8,615.00	83.37%
43020 · License Fees - RU	5,550.00	19,570.00	27,010.00	-7,440.00	72.46%
43030 · License Fees - RM	5,826.60	18,418.50	27,010.00	-8,591.50	68.19%
44010 · Solid Waste Collection Fee	0.00	202,722.00	204,815.00	-2,093.00	98.98%
44020 · Comcast Cable Fees	7,532.59	17,125.16	33,000.00	-15,874.84	51.89%
44030 · BBVFC Ambulance Service Fee	530.00	43,937.20	45,686.00	-1,748.80	96.17%
45100 · Building Permit Fees	40,360.80	111,586.80	175,000.00	-63,413.20	63.76%
Total 44550 · Charges for Services - Admin	74,894.99	456,544.66	564,321.00	-107,776.34	80.9%
44800 · Fines & Forfeitures					
46100 · Penalties	75.00	1,081.64	4,500.00	-3,418.36	24.04%
46200 · Traffic Fines	1,438.50	9,821.10	36,000.00	-26,178.90	27.28%
46300 · Parking Violation Fees	50.00	9,040.75	12,000.00	-2,959.25	75.34%
44800 · Fines & Forfeitures - Other	0.00	-672.00	500.00	-1,172.00	-134.4%
Total 44800 · Fines & Forfeitures	1,563.50	19,271.49	53,000.00	-33,728.51	36.36%
45000 · Investments					
47100 · Interest Income	0.00	1,049.72	3,000.00	-1,950.28	34.99%
45000 · Investments - Other	0.00	467.24			
Total 45000 · Investments	0.00	1,516.96	3,000.00	-1,483.04	50.57%
46430 · Revenue - Admin					
45320 · Contractor Decals	345.00	1,800.00	2,500.00	-700.00	72.0%
45330 · Bonfire Permits	175.00	625.00	8,500.00	-7,875.00	7.35%
46400 · Other Income-Sp.Evts.,Donations					
46450 · Donations	0.00	490.00			
46401 · Other Income--ALA Grant	0.00	470.00			
46400 · Other Income-Sp.Evts.,Donations - Other	0.00	-950.00	48,531.00	-49,481.00	-1.96%
Total 46400 · Other Income-Sp.Evts.,Donations	0.00	10.00	48,531.00	-48,521.00	0.02%
47120 · Town Hall Rental Fee	120.00	210.00	1,000.00	-790.00	21.0%
47150 · Photo/Audio Copy Fee	5.00	145.00	50.00	95.00	290.0%
47200 · Parking Permits	0.00	2,810.00	18,000.00	-15,190.00	15.61%
47250 · Subdivision Application Fee	0.00	0.00	275.00	-275.00	0.0%
47275 · Public Hearing Fee	0.00	0.00	275.00	-275.00	0.0%

TOWN OF FENWICK ISLAND
Profit & Loss Budget vs. Actual
August 2015 through January 2016

	TOTAL				
	Jan 16	Aug '15 - Jan 16	Budget	\$ Over Budget	% of Budget
47300 · Income (FI Sponsorship Program)	0.00	1,150.00	8,000.00	-6,850.00	14.38%
48100 · Insurance Reimbursements	0.00	267.69			
48200 · Income restrict purpose	0.00	500.00	500.00	0.00	100.0%
Total 46430 · Revenue - Admin	645.00	7,517.69	87,631.00	-80,113.31	8.58%
 46440 · Other Types of Revenue - Police					
46441 · Police Revenue--Pension	0.00	13,265.21	24,000.00	-10,734.79	55.27%
47160 · Police Accident Report Fee	0.00	125.00	250.00	-125.00	50.0%
47161 · Salary OT Reimbursement	2,200.00	7,400.00	7,500.00	-100.00	98.67%
Total 46440 · Other Types of Revenue - Police	2,200.00	20,790.21	31,750.00	-10,959.79	65.48%
 47000 · Intergovernmental Rev Lifeguard					
47280 · State Line Beach (State of DE)	0.00	45,000.00	45,000.00	0.00	100.0%
47290 · State Line Beach (Sussex Co DE)	0.00	15,000.00	15,000.00	0.00	100.0%
Total 47000 · Intergovernmental Rev Lifeguard	0.00	60,000.00	60,000.00	0.00	100.0%
 47050 · Intergovernmental Rev Police					
47285 · Sussex County Police Grant	0.00	25,000.00	25,000.00	0.00	100.0%
47050 · Intergovernmental Rev Police - Other	0.00	0.00	3,000.00	-3,000.00	0.0%
Total 47050 · Intergovernmental Rev Police	0.00	25,000.00	28,000.00	-3,000.00	89.29%
 48150 · Junior Lifeguard	0.00	195.00	8,000.00	-7,805.00	2.44%
Total Income	82,724.10	1,541,987.70	1,800,897.00	-258,909.30	85.62%
 Gross Profit	82,724.10	1,541,987.70	1,800,897.00	-258,909.30	85.62%
 Expense					
61100 · POLICE DEPARTMENT					
61155 · Police Dental Insurance	159.52	1,093.94	1,778.00	-684.06	61.53%
61110 · Police Salaries	30,597.98	196,801.64	376,756.00	-179,954.36	52.24%
61140 · Police Life Insurance	249.40	896.10	1,607.00	-710.90	55.76%
61150 · Police Health Insurance	15,141.42	47,109.99	85,864.00	-38,754.01	54.87%
61160 · Police Payroll Taxes	3,075.48	15,863.68	31,930.00	-16,066.32	49.68%
61170 · Police Pension Expense	3,517.00	23,400.30	45,715.00	-22,314.70	51.19%
61180 · Police Workers Compensation	0.00	0.00	0.00	0.00	0.0%
61210 · Police Supplies	53.02	542.08	4,500.00	-3,957.92	12.05%
61220 · Police Office Supplies	140.00	747.66	2,000.00	-1,252.34	37.38%
61310 · Police Office Equip Maintenance	0.00	0.00	600.00	-600.00	0.0%
61320 · Police Printing & Advertising	0.00	0.00	600.00	-600.00	0.0%
61330 · Police Uniforms	0.00	1,943.76	6,000.00	-4,056.24	32.4%
61335 · Police Mobile Computer Access	553.86	1,194.14	2,930.00	-1,735.86	40.76%
61340 · Police Vehicle Maintenance	70.00	3,485.14	6,500.00	-3,014.86	53.62%
61345 · Police Fuel	941.25	4,796.42	19,800.00	-15,003.58	24.22%
61350 · Police Communication Equipment	0.00	90.00	1,000.00	-910.00	9.0%

TOWN OF FENWICK ISLAND

Profit & Loss Budget vs. Actual

August 2015 through January 2016

	TOTAL				
	Jan 16	Aug '15 - Jan 16	Budget	\$ Over Budget	% of Budget
61380 · Police Professional Development	296.41	978.59	5,000.00	-4,021.41	19.57%
61390 · Public Safety Bldg. Expenses	607.84	3,873.62	10,150.00	-6,276.38	38.16%
Total 61100 · POLICE DEPARTMENT	55,403.18	302,817.06	602,730.00	-299,912.94	50.24%
 61500 · LIFEGUARDS					
61681 · Lifeguard Employee Relations	0.00	1,050.48	800.00	250.48	131.31%
61673 · Lifeguard Beach Vehicle Maint.	0.00	58.72	500.00	-441.28	11.74%
61510 · Lifeguard Salaries--Fenwick					
61515 · Lifeguard Salaries - State	764.00	36,323.65			
61510 · Lifeguard Salaries--Fenwick - Other	775.20	55,633.35	204,760.00	-149,126.65	27.17%
Total 61510 · Lifeguard Salaries--Fenwick	1,539.20	91,957.00	204,760.00	-112,803.00	44.91%
 61530 · Lifeguard Payroll Taxes-Fenwick	221.76	9,016.56	20,664.00	-11,647.44	43.63%
61540 · Lifeguard Workmans Comp	0.00	0.00	0.00	0.00	0.0%
61610 · Lifeguard Supp & Equip-Fenwick	0.00	109.18	5,000.00	-4,890.82	2.18%
61620 · Lifeguard Uniforms	0.00	606.75	6,000.00	-5,393.25	10.11%
61630 · Lifeguard Junior Guard Program	0.00	69.52	2,000.00	-1,930.48	3.48%
61640 · Lifeguard Chair & Sign Maint	0.00	700.00	4,000.00	-3,300.00	17.5%
61665 · Lifeguard Professional Develop.	0.00	0.00	1,000.00	-1,000.00	0.0%
61670 · Lifeguard USLA Certification	0.00	0.00	1,200.00	-1,200.00	0.0%
61675 · Lifeguard Fuel	0.00	110.72	600.00	-489.28	18.45%
61710 · Lifeguard Awards & Competition	0.00	113.27	500.00	-386.73	22.65%
Total 61500 · LIFEGUARDS	1,760.96	103,792.20	247,024.00	-143,231.80	42.02%
 61800 · PUBLIC WORKS DEPARTMENT					
62061 · Public Works - Yard Waste	34.80	254.40	500.00	-245.60	50.88%
61845 · Public Works Dental Insurance	38.84	266.34	0.00	266.34	100.0%
61810 · Public Works Salaries	9,198.75	59,864.64	121,149.00	-61,284.36	49.41%
61830 · Public Works Life Insurance	107.50	386.25	705.00	-318.75	54.79%
61840 · Public Works Health Insurance	7,093.58	21,221.59	38,862.00	-17,640.41	54.61%
61850 · Public Works Payroll Taxes	930.18	4,986.16	10,822.00	-5,835.84	46.07%
61870 · Public Works Pension Expense	651.28	4,233.32	5,957.00	-1,723.68	71.07%
61880 · Public Works Workers' Comp	0.00	0.00	0.00	0.00	0.0%
61905 · Public Works Professional Devel	0.00	107.03	500.00	-392.97	21.41%
61910 · Public Works Office Supplies	0.00	102.98	100.00	2.98	102.98%
61920 · Public Works Shop Supplies	435.60	2,982.84	3,500.00	-517.16	85.22%
61930 · Public Works Shop Equipment	289.05	2,839.54	3,800.00	-960.46	74.73%
61940 · Public Works Safety Equipment	0.00	16.57	600.00	-583.43	2.76%
62010 · Public Works Printing & Advert	0.00	0.00	100.00	-100.00	0.0%
62015 · Public Works Utilities	974.78	2,016.49	6,115.00	-4,098.51	32.98%
62020 · Public Works Bldg Maintenance	0.00	623.11	1,500.00	-876.89	41.54%
62025 · Public Works Uniforms	0.00	199.99	1,000.00	-800.01	20.0%
62030 · Public Works Fuel	263.69	1,685.75	4,500.00	-2,814.25	37.46%
62035 · Public Works Vehicle Maintenanc	0.00	6,266.00	2,500.00	3,766.00	250.64%

TOWN OF FENWICK ISLAND

Profit & Loss Budget vs. Actual

August 2015 through January 2016

	TOTAL				
	Jan 16	Aug '15 - Jan 16	Budget	\$ Over Budget	% of Budget
62075 · Public Works CDL Testing	75.00	437.00	750.00	-313.00	58.27%
62100 · Public Works Contract Services	0.00	115.00	116.00	-1.00	99.14%
Total 61800 · PUBLIC WORKS DEPARTMENT	20,093.05	108,605.00	203,076.00	-94,471.00	53.48%
 62200 · ADMINISTRATION					
62235 · Admin Dental Insurance	160.32	1,062.52	1,787.00	-724.48	59.46%
62210 · Admin Salaries	15,716.80	102,339.59	204,727.00	-102,387.41	49.99%
62220 · Admin Life Insurance	150.50	521.95	1,000.00	-478.05	52.2%
62230 · Admin Health Insurance	10,029.56	30,068.76	56,415.00	-26,346.24	53.3%
62240 · Admin Payroll Taxes	1,591.28	8,324.11	17,734.00	-9,409.89	46.94%
62250 · Admin Pension Expense	1,287.56	8,351.90	17,137.00	-8,785.10	48.74%
62255 · Admin Workers Comp	0.00	0.00	0.00	0.00	0.0%
62260 · Admin Financial Services	62.04	2,017.29	3,007.00	-989.71	67.09%
62310 · Admin Office Equip Maintenance	90.00	2,124.00	2,500.00	-376.00	84.96%
62320 · Admin Office Supplies	649.26	3,183.54	3,000.00	183.54	106.12%
62330 · Admin Travel Reimbursement	434.99	1,954.51	700.00	1,254.51	279.22%
62332 · Admin Vehicle Acquisition	344.93	2,069.58	4,140.00	-2,070.42	49.99%
62334 · Admin Vehicle Fuel/Maint	421.21	1,847.76	4,600.00	-2,752.24	40.17%
62340 · Admin Printing & Advertising	37.25	694.71	3,050.00	-2,355.29	22.78%
62350 · Admin Professional Development	949.02	2,976.52	2,300.00	676.52	129.41%
62360 · Admin Personnel Supplies	0.00	496.18	400.00	96.18	124.05%
Total 62200 · ADMINISTRATION	31,924.72	168,032.92	322,497.00	-154,464.08	52.1%
 63200 · GENERAL GOVERNMENT					
63276 · Gen Gov-TH/PSB Copiers	276.50	1,133.26	1,576.00	-442.74	71.91%
63380 · Gen Gov Exp--Restricted Purpose					
63389 · DNREC Recycling Grant	0.00	1,162.87			
63388 · Gen Govt--Town Parks	0.00	1,522.18			
63387 · Sussex Co. Econ. Dev. Grant	0.00	2,727.50			
Total 63380 · Gen Gov Exp--Restricted Purpose	0.00	5,412.55			
 63205 · Gen Gov Insurance	19,416.10	106,202.06	151,984.00	-45,781.94	69.88%
63210 · Gen Gov Telephone & Internet	359.14	2,149.51	4,200.00	-2,050.49	51.18%
63220 · Gen Gov Website Services	0.00	2,160.00	2,800.00	-640.00	77.14%
63225 · Gen Gov Legal Services	4,124.22	25,637.79	15,000.00	10,637.79	170.92%
63230 · Gen Gov Audit Services	0.00	8,820.00	9,000.00	-180.00	98.0%
63235 · Gen Gov Postage	492.50	2,362.02	2,660.00	-297.98	88.8%
63240 · Gen Gov Printing & Advertising	0.00	1,146.12	1,500.00	-353.88	76.41%
63245 · Gen Gov Utilities	472.93	2,974.18	9,700.00	-6,725.82	30.66%
63250 · Gen Gov Appraisal	0.00	0.00	4,250.00	-4,250.00	0.0%
63255 · Gen Gov Emergency Mgmt	0.00	0.00	500.00	-500.00	0.0%
63260 · Gen Gov Sewer	0.00	460.46	1,000.00	-539.54	46.05%
63265 · Gen Gov Dues	100.00	280.00	2,324.00	-2,044.00	12.05%
63271 · Gen Gov Recycling & Bulk Trash	0.00	15,519.76	36,244.00	-20,724.24	42.82%

TOWN OF FENWICK ISLAND
Profit & Loss Budget vs. Actual
August 2015 through January 2016

	TOTAL				
	Jan 16	Aug '15 - Jan 16	Budget	\$ Over Budget	% of Budget
63272 · Gen Gov Building Maintenance	352.63	1,931.28	3,500.00	-1,568.72	55.18%
63273 · Gen Gov Cell Phones	539.50	2,413.25	4,800.00	-2,386.75	50.28%
63274 · Gen Gov Contract Services	165.00	1,619.00	2,880.00	-1,261.00	56.22%
63280 · Gen Gov Contingencies	0.00	833.19	500.00	333.19	166.64%
63281 · Gen Gov Employee Relations	1,292.79	2,538.93	2,700.00	-161.07	94.03%
63285 · Gen Gov Codification	0.00	590.00	4,195.00	-3,605.00	14.06%
63290 · Gen Gov Pension Administration	0.00	643.75	3,300.00	-2,656.25	19.51%
63296 · Gen Gov Interest Expense	0.00	0.00	0.00	0.00	0.0%
63300 · Gen Gov Government Liaison	126.00	604.48	1,500.00	-895.52	40.3%
63305 · Gen Gov Supplies Median Maint	0.00	762.46	7,762.00	-6,999.54	9.82%
63310 · Gen Gov Community Projects	231.43	623.31	2,500.00	-1,876.69	24.93%
63320 · CRS Flood Program	0.00	0.00	1,000.00	-1,000.00	0.0%
63325 · Gen Gov BBVFC Ambulance Service	11,342.00	22,684.00	45,580.00	-22,896.00	49.77%
63330 · Gen Gov Solid Waste Collection	10,226.65	59,288.15	99,615.00	-40,326.85	59.52%
63370 · Gen Gov Parking Permits	0.00	-200.00	3,000.00	-3,200.00	-6.67%
Total 63200 · GENERAL GOVERNMENT	49,517.39	268,589.51	425,570.00	-156,980.49	63.11%
 66000 · Payroll Expenses	 0.00	 0.00			
Total Expense	158,699.30	951,836.69	1,800,897.00	-849,060.31	52.85%
 Net Ordinary Income	 -75,975.20	 590,151.01	 0.00	 590,151.01	 100.0%

TOWN OF FENWICK ISLAND

FY2016 REALTY TRANSFER TAX RESERVE FUNDS

Month	Beginning Balance	Taxes Deposited	Date Collected	Interest Earned	Transfers In	Transfers Out	Sussex Co. fee (1%)	Ending Balance
Aug-15	\$ 1,615,205.01	\$ -	None	\$ 700.00	\$ -	\$ -	\$ -	\$1,615,905.36
Sep-15	\$ 1,615,905.00	\$ 16,038.00	9/21/15	\$ 692.13	\$ -	\$801.90 to P&R \$1603.80 to DSF	\$ 162.00	\$ 1,630,229.79
Oct-15	\$ 1,630,229.79	\$ 13,777.08	10/23/15	\$ 777.63	\$ -	\$39,254.21 to pay cap exp	\$ 139.17	\$ 1,605,530.29
Nov-15	\$ 1,605,530.29	\$ 7,425.00	11/18/15	\$ 685.81	\$ -	\$1060.11 to P&R \$1,040.60 to DSF \$57.28 Supplies	\$ 75.00	\$ 1,451,526.56
Dec-15	\$ 1,451,526.56	\$ 19,303.51	12/10/15	\$ 947.43	\$ -	\$965.18 to P&R \$1930.36 to DSF	\$ 194.99	\$ 1,468,946.02
Jan-16	\$ 1,468,946.02	\$ -	None	\$ 729.71	\$ 75,000.00 Trs from BOC	\$73,864.12 to pay cap exp	\$ -	\$ 1,470,811.61
Feb-16								
Mar-16								
Apr-16								
May-16								
Jun-16								
Jul-16								
TOTALS		\$56,543.59		\$4,532.71	\$75,000	\$113,118	\$571.16	

Report prepared as of Jan 31, 2016

Town of Fenwick Island Building Report

2/4/2016

January 2016

TOTAL \$1,324,860.00 \$39,805.80

Permit Number	Property Description	Project Description	E.C.C.	Fees
4479	Bunting Construction Bank of Ocean City 904 Coastal Hwy Lot 46 thru 49 1-34 23.16 55.00	New Bank	\$1,177,060.00	\$35,311.80
4480	Shelter Construction A. Abu-Rustum 40 Bayside Dr Lot 190 1-34 23.20 13.01	re-shingle roof	\$7,250.00	\$217.00
4481	P. Shedaker 1711 Bunting Ave Lot 6 1-34 23.08 32.00	Replace railings on deck over 30"	\$2,000.00	\$100.00
4482	T R Roofing Village of Fenwick 300 Coastal Hwy Lot 12 thru 17 1-34 23.20 47.00	Replace flat roof with rubber membrane and install corrugated metal siding - Building D (Charlie's Bayside)	\$4,400.00	\$132.00
4483	J. Baker 1301 Bora Bora St Lot 165 & (1/2) 164 1-34 23.12 107.00	Replace existing 2' block retaining wall and 4' x 15' sidewalk	\$3,000.00	\$100.00
4484	Pensinsula Roofing Co., Inc. R. D'Arcy 705 Schulz Rd Lot 9 1-34 23.16 342.00	Replace rubber roof	\$18,400.00	\$552.00
4485	Brendon T. Warfel Construction W. Strickland 58 Madison Lot 225 1-34 23.16 179.00	Renovations including new garage door, stone facade around garage doors, renovate bathroom, new flooring and drywall	\$75,000.00	\$2,250.00

Town of Fenwick Island**2/4/2016****Building Report****January 2016****TOTAL \$1,324,860.00 \$39,805.80**

Permit Number	Property Description	Project Description	E.C.C.	Fees
4486	Island Construction Seaside Motel & Country Store 1208 Coastal Hwy Lot 60 & 61 1-34 23.12 96.00	Remove & re-frame porch roof on north and east walls of building. Reinstall electrical lighting under roof.	\$34,750.00	\$1,043.00
4487	RWFI Properties LLC 700 Coastal Hwy Lot 33, 34 & 76 1-34 23.16 109.00	Replace rubber membrane on roof, replace rotted deck boards.	\$3,000.00	\$100.00

Fenwick Island Public Works Department

February 2016 Monthly Report

- Performed regular maintenance duties
- Snowfall 2/15/16
 - Town had roughly 3-4" of snowfall, followed by rain
 - Upon decision, PW Supervisor Reed and Maint. Tech II McCabe came in and plowed town streets
- Town Hall re-model
 - Kroos Construction removed the windows in the Admin Clerk and Town Clerk's offices to ready them for new countertops and safety glass, like the Police Dept. reception area
 - Town Manager accepted quote from Mike's Carpet Connection to replace flooring in foyer and vestibule
 - Took out (4) bookcases in foyer, repainted (3) of them white, placed (1) back in foyer for books and re-purposed others in offices
 - Purchased and installed 2 wall-mounted document holders to place town info and rack cards in
 - Purchased and installed a newspaper rack to put weekly papers in and get off the floor
 - New doors for Admin Clerk's office will be stained and installed by Masterjack soon
- Completed 2015 Delaware recycling activity survey
- LG Bathroom
 - Serv-Pro of Sussex County came in, removed drywall in ceiling, and inspected rafters to see if any mold had spread, which it did not
 - Dan Nedwick of Dynamo Electric ran new wiring for humidistat, which will be completed once new drywall is hung and painted
 - Contacted Superior Drywall and Ed Hileman Drywall to obtain quotes for work
 - Once new drywall is hung and ready to go, Serv-Pro will finish by installed a mold resistant paint on ceiling, walls, and clean the 3 air handling units in LG room
 - Installed new door holder on bathroom door
- Ordered new outer shell for generator from Satterfield and Ryan, should take about 2-3 weeks to get and be installed soon after that
- Ordered new flag pole for Cannon Park, will be installed soon
- Star and wreaths removed from Town Hall and put away
- Repaired missing piece of trim on door of Bayard St. LG shed
- Repaired PW portable water pump
- Scheduled new PW truck to go to Hertrich Ford Feb. 19th to have gas cap issue looked at and fluids / filter changed
- Began work on bike racks for summer season
- Began obtaining price quotes to freshen up striping in ocean side and bay side streets to be completed before May 2016
- Talked with Maint. Tech III James Purnell, who had recent foot surgery, hopes to be back to work soon!

Fenwick Island Police Department
800 Coastal Hwy.
Fenwick Island, DE 19944

WILLIAM H. BOYDEN
Chief of Police



Emergency 911
Police Dept. 302.539.2000
Fax 302.539.2519

FENWICK ISLAND POLICE DEPARTMENT

MEMORANDUM

TO: PRESIDENT
COUNCIL MEMBERS
CITIZENS

FROM: CHIEF WILLIAM BOYDEN

DATE: January 17, 2016

SUBJECT: MONTHLY REPORT

The following is the January 2016 monthly report for your review and approval:

	<u>2016</u>	<u>2015</u>
Physical Arrests/Traffic Citation	5/37	1/59
Total Number of Complaints	43	43
DUI Arrests	1	0
Criminal Citations	0	0
Parking Tickets	0	4
Time Assisting DE State Police	7 hrs	14 hrs
Time Assisting Other Agencies	3 hrs	4 hrs

§ 160-4. Residential Zone.

Existing:

- B. Height Regulations. No building shall exceed a height of 30 feet, except as provided in § 160-6A(2).

Proposed:

B. Height Regulations:

1. No building shall exceed a height of 30 feet, except as provided in § 160-8A(2).
2. Notwithstanding § 160-4B(1) above, where the principal building has a freeboard of 18 inches to 24 inches above base flood elevation (BFE), the principal maximum building height may be increased by said 18 inches to 24 inches, not to exceed a total building height of 32 feet measured from the highest point of the crown of the road.

§ 160-5. Commercial Zone.

Existing:

- B. Height Regulations. No building shall exceed a height of 30 feet, except as provided in § 160-8A(2).

Proposed:

B. Height Regulations:

1. No building shall exceed a height of 30 feet, except as provided in § 160-8A(2).
2. Notwithstanding § 160-5B(1) above, where the principal building has a freeboard of 18 inches to 24 inches above base flood elevation (BFE), the principal maximum building height may be increased by said 18 inches to 24 inches, not to exceed a total building height of 32 feet measured from the highest point of the crown of the road.

Synopsis

The purpose of this amendment is to allow an increase of roof height based on freeboard for a building height of not more than 32 feet.

**AN ORDINANCE TO ESTABLISH A MORATORIUM UPON THE
ISSUANCE OF ANY PERMIT, LICENSE OR OTHER APPROVAL FOR
OR INVOLVING NEW MOTEL/HOTEL USES IN THE TOWN OF
FENWICK ISLAND.**

WHEREAS, the Town of Fenwick Island currently allows motels/hotels as a permitted use in the Commercial Zone; and

WHEREAS, whether or not an expansion of the total number of motel/hotel uses in the Town, above and beyond the parcels already devoted to motel/hotel uses, is in the best interest of the Town has recently been the subject of much debate among the Town Council members, as well as the citizens of and property owners in the Town; and

WHEREAS, whether or not to expand the total number of motel/hotel uses in the Town has been a topic of discussion in years past as well, including, but not necessarily limited to, the 2006 to 2007 time frame when the Town adopted its Comprehensive Plan; and

WHEREAS, the Town will soon begin the process of updating its Comprehensive Plan, as required by Title 22 of the Delaware Code, and the expansion of motel/hotel uses in the Town will be an important topic of discussion during said update process; and

WHEREAS, the Comprehensive Plan update process must be completed by June, 2017, in order for the Town to satisfy certain State-mandated deadlines, and will consist of multiple public meetings and/or hearings, as well as hiring a professional consultant to study the issue of motel/hotel uses and other land use planning issues with which the Town is faced; and

WHEREAS, in light of the ongoing debate about whether to expand the total number of motel/hotel uses in the Town and because the Comprehensive Plan update process may result in comprehensive and/or significant changes to the permitted land uses within the Commercial Zone, the Town Council deems it to be in the best interest of the Town to maintain the status quo of existing motel/hotel uses during the Comprehensive Plan update process; and

WHEREAS, the Town Council finds that maintaining the status quo of existing motel/hotel uses by placing a moratorium upon the issuance of any permit, license or other approval for or involving new motel/hotel uses in the Town for a period of two (2) years is the minimum time period necessary for the Town to complete the Comprehensive Plan update process and the period of plan implementation that often follows said process.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Fenwick Island, in session met, a quorum pertaining at all times thereto, that:

Section 1. A moratorium upon the issuance of any permit, license or other approval for or involving new motel/hotel uses in the Town is hereby imposed for a period of two (2)

years after the date of adoption of this Ordinance, unless extended, modified, or terminated in accordance with this Ordinance. During the period of said moratorium, the Town's Building Official/Code Enforcement Official, as well as all other Town staff and boards, committees or commissions, shall not grant any approvals which would have, as the result, the establishment or development of any new motel/hotel uses in the Town.

Section 2. This moratorium shall not apply to existing motel/hotel uses in Town. The parcels in Town already devoted to motel/hotel uses, as of the adoption of this Ordinance, may continue to be used for a motel/hotel use and the owners/operators thereof may maintain, remodel, renovate, reconstruct and/or rebuild the structures located on said parcels as they deem necessary and appropriate for the furtherance of their motel/hotel businesses, provided all necessary permits and approvals from the Town and/or any other applicable governing agency are obtained.

Section 3. This Ordinance may be extended, modified, or terminated at any time by a majority vote of all members of the Town Council. Without action by the Town Council to terminate this moratorium early or to further extend this moratorium, the moratorium hereby imposed shall automatically dissolve two (2) years from the effective date of this Ordinance.

Section 4. If any clause, section or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered eliminated and so not affecting the validity of the remaining portions or application remaining in full force and effect.

Section 5. This Ordinance shall become effective upon its adoption.

PASSED ON FIRST READING THIS 11th DAY OF December, 2015.

PASSED ON SECOND READING, AFTER PUBLIC HEARING HELD ON February 26, 2016, THIS 26th DAY OF February, 2016.

I, Diane Tingle, Secretary of the Town Council of the Town of Fenwick Island, do hereby certify that the foregoing is a true and correct copy of an Ordinance passed by the Town Council at its Regular Meeting held on February 26, 2016, at which a quorum was present and voting throughout and that the same is still in full force and effect.

Diane Tingle, Secretary

Chapter 160-8A. General regulations; exceptions.

Existing:

(9) Fences.

(a) No fence, wall, hedge, partition or other such structure shall be permitted in any zone under this chapter unless such fence, wall, hedge, partition or other such structure is not more than four feet above the grade level of the land on both sides of such fence, wall, hedge, partition or other such structure.

(b) An exception to Subsection A(9)(a) above is that a fence, wall, hedge, partition or other such structure along the rear lot line within the limits of any lot zoned commercial which fronts on Route 1, and/or along the corresponding property line in the Residential Zone comprising such property line, shall be permitted, not to exceed seven feet in height above the curb or crown level of the adjoining street of such structure, except that, in the case of corner lots fronting on Route 1, the structure from the side street property line to a point 15 feet in from said property line shall not exceed four feet in height above the curb or crown level of the adjoining street of such structure. A solid foundation or retaining wall for such structure shall be permitted, not to exceed two feet in height above the crown of the side streets adjacent to the commercial property. The remainder of the fence, wall, partition or other such structure shall not be solid but shall have openings approximately 20% to 30% of the total surface area to provide for the flow-through of air. A detailed design drawing of the structure shall be submitted with the application for a building permit.

Proposed:

(9) Fences.

(a) No fence, wall, hedge, partition or other such structure shall be permitted in any zone under this chapter unless such fence, wall, hedge, partition or other such structure is not more than four feet above the grade level of the land on both sides of such fence, wall, hedge, partition or other such structure.

Such a fence, wall, partition or other such structure shall not be solid but shall have openings approximately 20% to 30% of the total surface area to provide for the flow-through of air. A detailed design drawing of the structure shall be submitted with the application for a building permit.

(b) An exception to Subsection A(9)(a) above is that a fence, wall, hedge, partition or other such structure along the rear lot line within the limits of any lot zoned commercial which fronts on Route 1, and/or along the corresponding property line in the Residential Zone comprising such property line, shall be permitted, not to exceed seven feet in height above the curb or crown level of the adjoining street of such structure, except that, in the case of corner lots fronting on Route 1, the structure from the side street property line to a point 15 feet in from said property line shall not exceed four feet in height above the curb or crown level of the adjoining street of such structure. A solid foundation or retaining wall for such structure shall be permitted, not to exceed two feet in height above the crown of the side streets adjacent to the commercial property. The remainder of the fence, wall, partition or other such structure shall not be solid but shall have openings approximately 20% to 30% of the total surface area to provide for the flow-through of air. A detailed design drawing of the structure shall be submitted with the application for a building permit.